



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

P.O. Box 45070, Olympia, Washington 98504-5070

May 22, 2003

TO: CSD Regional Administrators
Community Services Division, Economic Services Administration

FROM: Mike Masten, Director
Community Services Division

Roxie Schalliol, Director
Division of Employment and Assistance Programs

Kathleen Brockman, Director
Division of Management and Operations Support

SUBJECT: **WORKFIRST REGIONAL ALLOTMENTS FOR SFY 2004**

Please find attached the WorkFirst regional allotments for State Fiscal Year 2004 (SFY 04), which begins July 1, 2003. For SFY 04, there will be three discrete regional allotments:

- Support Services
- Family Violence
- WorkFirst Contracts

Because of the severity of the fiscal pressures facing WorkFirst and the critical need to keep the WorkFirst budget in balance for the next two years, we have had to reduce the regional allotments for SFY 04.

The department is working with Employment Security, advocates, WorkFirst Coordinators and others to develop policy changes that support the reduction in SFY 04 Support Services funding. The revised policies should be issued by the end of June 2003. Until then, staff are to continue using current policy guidelines.

In the context of a very difficult fiscal climate, it is important that regions plan and prepare responsible budgets that focus on vital and effective client services that directly support the core mission of WorkFirst — helping needy families make successful transitions from welfare to work.

Reductions will also be made in SFY 04 funding for statewide WorkFirst contracts that are established at the Headquarters level, and in funding levels for our WorkFirst partner agencies.

Funding will continue at the Headquarters level for the following services:

- Technical assistance and staff training on family violence.
- Services that address substance abuse issues.
- WorkFirst Tribal contracts with the Lummi, Nooksack, Upper Skagit and Tulalip Tribes to provide work preparation services.
- In-home evaluations of children with special needs by local health districts.
- LEP Pathway for persons with limited English proficiencies, with some modifications.

For some of these services, SFY 04 funding levels will reflect WorkFirst budget constraints and service level changes resulting from earlier spending reductions.

Transferring Funds Between Allotment Categories

For SFY 04, all WorkFirst funds have been allocated, and there are no additional funds available for special projects or initiatives.

As in prior years, regional allotments are based on the regional distribution of the WorkFirst caseload as of March 2003.

Any transfer of funds between regional allotment categories (e.g., from WorkFirst Contracts to Support Services) will require the Assistant Secretary's review and pre-approval. A request by a region to transfer funds from one category to another must include the following information:

- Amount to be transferred
- Affected categories
- Reason and need for the transfer

We understand the challenge that this budget represents for you and your employees, and the difficult decisions that will need to be made regarding the scope and level of WorkFirst services in your area. It is important that you work closely with your community partners to carry out service changes in ways that best support the families and children we serve.

We will continue to update you on new WorkFirst budget developments as they occur. You should also feel free to contact us if you have any questions or suggestions.

Attachment

cc: Phyllis Lowe
Stan Marshburn
Cathy Wiggins
ESA Directors
Keith Phillips

